

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 7, 2007

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TITLE:	Program Integrity Auditor
POSITION NO:	08041
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$30,566 - \$37,092 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 23, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for identifying and investigating areas of provider fraud, abuse, or misuse of the Medicaid system by establishing and maintaining oversight of billing practices by performing post-payment reviews of Medicaid claims to ensure accurate billing practices in accordance with the medical necessity criteria, Administrative Rules of Montana (ARM), medical billing codes, and provider policies and recovering overpayments when necessary. The incumbent will provide information and education to Medicaid program officers, other department personnel, providers, other staff in the Surveillance and Utilization Review Section (SURS), and the general public.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of Medicaid program or other insurance practices and its regulatory processes; state administrative

rules and federal regulations; medical terminology; coding resources such as the ICD-9, CPT-IV, and HCPCS; the Health Insurance Portability and Accountability Act (HIPAA) regulations pertaining to medical records and confidentiality laws and policies relating to other sensitive information; and the Medicaid Management Information System (MMIS) and its association with the Claims Database Warehouse and the Query Path Division Support System (DSS).

Skills: Skill in organization; analysis; acquiring, retrieving, and analyzing complex data utilizing an extensive and specialized set of resources, tools, and equipment; time management; problem solving; and proficiency in using office equipment including a personal computer, software packages such as Word, Excel, Access, and Outlook.

Abilities: Ability to communicate information and ideas in speaking and writing so others will understand; read and listen to understand information and ideas; apply general rules to specific problems to produce answers that make sense; pay attention to detail and perform accuracy in work; and work cooperatively as part of a team and also independently with little supervision while adhering to unit guidelines and procedures.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health/social sciences, health information, accounting, or general business **AND** three years of job-related experience (e.g., determining health care eligibility, claims and coding, insurance eligibility and benefits, medical or other health field billing, claims adjudication, etc). Experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education/experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of*

Education are acceptable to meet education requirements). If applicant has difficulty obtaining transcripts, you will be given a five-day grace period to submit them to our office after the closing date to:

HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Program Integrity Auditor
Position: #08041
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please summarize how your past professional/educational experience will help you meet the needs of the Surveillance and Utilization Review Section (SURS).